



ABOUT SAGE

The *Save. Act. Grow. Earn.* (SAGE) Sustainable Business Program is your “one-stop-shop” for business sustainability. SAGE provides FREE and confidential advice, assistance, and resources that integrate sustainability into your business practices to help you identify and act on relevant economic, environmental, and social opportunities

Benefits



Save Money

Cut costs through increasing operational efficiency



Gain Recognition

Responsible practices benefit customer and employee relations



Reduce Footprint

Minimize use of critical resources to benefit human health and the environment

SAGE CERTIFICATION VERIFICATION GUIDE

Verification Overview

To complete the SAGE Sustainable Business Certification, an on-site visit of your business is necessary to verify the measures your business has completed in Green Business Tracker (GBT) are accurate and to provide additional assistance if needed. Verification is conducted either in-person (a SAGE advisor comes to your business) or virtually through an online meeting held through Microsoft Teams. Please schedule your verification and preferred visit type (in-person vs. virtual) through emailing SAGE at SAGE@westminster.us or calling: (303) 658-2662

Preparation for Verification

To get ready for your verification visit, review your checklist on GBT and identify locations, documents, and supporting materials for each measure. Be prepared to show your SAGE Advisor the following spaces and features:

- *Lighting*: light bulbs, occupancy sensors, and exit signs
- *Kitchen Space*: reusable/durable dishes and cleaning supplies
- *Printing and office area*: printers, paper supply,
- *Waste bins* (recycling, compost, hard to recycle materials) and *signage*
- *Outside*: dumpsters, irrigation systems, parking lot, bike racks
- Other spaces that correspond to the elective measures you completed

For all measures NOT verified through a site visit (e.g., community donations, invoices), please upload a file, photo, or other form of documentation to the respective measure your GBT profile.

Virtual Verification Materials!

- Phone/tablet connected to the internet and headphones
- A designated staff or an employee that will conduct the visit
- Link to the Microsoft Teams Meeting (download the Teams app prior)
- The list of measures to be verified (sent ahead by SAGE advisor)



SUSTAINABLE
WESTMINSTER